



"People
helping people
help
themselves"

Frank O'Bannon, Governor
State of Indiana

Division of Disability, Aging, and Rehabilitative Services

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INDIANAPOLIS, IN 46204-7083

John Hamilton, Secretary

TO: Targeted Case Managers

FROM: T.G. Williams, Assistant Director, Bureau of Fiscal Services

DATE: March 7, 2002

RE: "Pick List" Instructions

Just to let you know, Brian Wolppe of Roeing has made the change to the provider database to allow you to generate lists of Ongoing TCMs with and without DD provider agencies.

When you go into the provider database (the big blue "M") take the following steps:

- Click on Reports (upper left corner)
- Click on Who Provides What
- Click on the County(ies) you want in the County column
- Click on Targeted Case Mgt Ongoing in the Service column
- Click on Medicaid in the Waiver column
- Click on Info Sheets in the upper right corner so it turns to No Info Sheets
- Click on No Pick List in the upper right corner so it turns to Pick List
- Click on Find the Providers Matching These Conditions
- You'll be asked "Is this Pick-List of TCMO providers being created for a client that is currently on (or targeted for) either the Autism or DD Waivers? OR Is the client served in a 24-hour setting funded by BDDS Residential Services?"
- Click Yes and you will get a list that excludes DD provider agencies
- Click No and you will get a list that includes DD provider agencies

Remember the list is given in random order, and if you exit the database and re-enter the same report should be different in the order of TCMs.

In the past week, 41 provider agencies plus 4 new TCM agencies have been entered in the database. More are on their way.

You should print a new list each time you give it out.

Please share this information with all your staff and make sure they know how to use it. Let me know if you have any questions. Thanks,

TG

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